

MASSILLON PUBLIC LIBRARY POSITION DESCRIPTION

Massillon Public Library is looking to hire a Programming Specialist

POSITION DETAILS:

Position Title:	Programming Manager
Reports To:	Director
Position Type:	Salaried, Exempt

PURPOSE:

- To provide comprehensive service to all patrons, develop and present library programming, and lead the programming team

QUALIFICATIONS:

- Bachelor's degree in a related field preferred
- High School diploma or GED with 3 years of experience in a library setting required
- Supervisory experience with directly reporting staff, preferred
- Customer service experience, preferably in a library environment, is desirable
- Ability to create a positive work environment
- Experience in developing, planning and implementing library programs and events
- Experience in developing and fostering community partnerships
- Demonstrated knowledge and understanding of budget management
- Experience in training others, a plus
- Basic computer and clerical skills are required
- Valid driver's license required; Must be insurable by Library's auto insurance carrier
- Must have acceptable results on a criminal background check

ESSENTIAL FUNCTIONS:

- Exercise independent judgement and discretion while managing and evaluating the operations and activities of Programming Services functions
- Manage visioning, development, delivery and evaluation of programming and system-wide events, including, but not limited to:
 - Oversee programming to patrons of all ages
 - Maintain regular and open communication with the Marketing Department; Including monthly meetings for coordination of marketing of programs
 - Oversee the creation and development of programming, events and one-on-on sessions to promote the services of the Local History room
 - Work with community partners on collaborative events with other libraries, schools, daycares, preschools, senior centers, local museum, etc. to meet community needs
 - Manage all ordering of programming supplies for the Main Branch, using the Library's accounting software and in accordance with all purchasing policies and procedures
 - Coordinate displays with Public Services Manager and Marketing Department
 - Handle patron concerns in a courteous, tactful manner

- Interview, select, train, supervise, evaluate, and recommend decisions about employee status changes for Programming department staff in cooperation with Human Resources
 - Creation and coordination of Programming staff schedules
 - Plan and lead regular department meeting and training sessions
 - Recommend appropriate continuing education opportunities for staff
- Facilitate quality control for delivery of cohesive programming
 - Coordinate system-wide programs such as Summer Reading, Author Fairs, Winter Wonderland, Candlelight Walk, etc. with other branches
 - Evaluate efficacy of programmatic offerings, making adjustments to best serve the public within constraints of the budget
 - Maintain inventory of programming materials
- Miscellaneous other managerial and general requirements
 - Perform opening/closing tasks
 - Occasionally fill in at another branch or department if the need arises
 - Follow appropriate cash handling procedures
 - Maintain regular and reliable attendance
 - Demonstrate ability to get along with others
 - Abide by established Library policies
 - Necessary physical aspects include, but are not limited to: standing, sitting, operating office equipment, climbing steps, lifting up to 35 lbs., pushing or pulling loaded carts, and working in a hot room with the ovens
 - Attend appropriate meetings and workshops
 - Perform other duties as assigned by supervisor

NOTE: This position description states the nature and level of assignments normally given in this position; its list of tasks is not exhaustive.

SCHEDULE:

- To be determined by the supervisor
- Will require working some nights and weekends

HOW TO APPLY:

To apply for this position, download an application from: <https://www.massillonlibrary.org/careers>

Please submit the completed application, a cover letter, and resume by mail to:

Katie Brooks, Human Resources Coordinator
Massillon Public Library
208 Lincoln Way East
Massillon, OH 44646

- The documents may also be scanned and submitted as email attachments to: brookska@massillonlibrary.org
- Deadline for application: October 31, 2025

EQUAL OPPORTUNITY EMPLOYER